

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Successful Transaction Closing and Commission Payment

Dear [Recipient Name],

We are pleased to formally confirm the successful closing of the transaction regarding **[Project Name/Property Address/Contract Reference]**, which took place on **[Closing Date]**.

Following the terms of our agreement dated **[Agreement Date]**, this letter serves as official notification that your commission is now due. The details of the payment are as follows:

- **Total Sale/Transaction Price:** \$[Amount]
- **Commission Rate:** [Percentage]%
- **Total Commission Amount:** \$[Amount]

The payment will be issued via **[Method: Check/Wire Transfer/ACH]** and is expected to be processed by **[Payment Date]**. [Optional: Please find the enclosed invoice/statement for your records.]

We appreciate your professional cooperation and hard work in bringing this transaction to a successful conclusion. We look forward to the possibility of working with you again in the future.

Sincerely,

[Your Name]
[Your Title]
[Company Name]